

28 October 1977

MEMORANDUM FOR: Acting Deputy Director for Administration  
|25X1A FROM : [REDACTED]  
SUBJECT : Acting Director of Personnel  
Office of Personnel Report --  
Week Ending 28 October 1977

1. (U/AIUO) Retirement Activity: These figures depict total retirement activity for the period 10 August through 31 December 1977. The figures in the clear show totals. The figures in parenthesis represent persons who have opted for options or discontinued service or "involuntary" retirement; the figures in parenthesis are included in the total figure. Thus, of 171 persons to go by 31 December, 58 are going under the "liberal" options.

	<u>Civil Service</u>	<u>CIARDS</u>	<u>Total</u>
Retired	33 (19)	42 (15)	75 (34)
Signed to go	27 ( 8)	46 ( 1)	73 ( 9)
Not signed but appear definite	8 ( 5)	15 ( 7)	23 (15)

2. (U) Retirement Seminar:

a. Tent-type cards advertising the impending Retirement Information Seminar are being placed on the cafeteria tables in Headquarters. They will remain in place until November 11.

b. The American Association of Retired Persons is providing 300 copies each of a Housing Guide, a Tax Fact book, and the latest issue of its bimonthly publication Dynamic Years for the seminar.

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CL BY 012752  
May be downgraded to CONFIDENTIAL when separated from classified attachment.

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25X1A      3. (U/AIUO) Hire the Handicapped: Chief, Staff Personnel Division called [REDACTED] of Admiral Turner's ~~shop~~<sup>STAFF</sup> regarding the article about the Handicapped Program in the Director's Notes of 18 October 1977. [REDACTED] was pleased to learn that there is a Handicapped Program Advisory Committee composed of a handicapped representative of each Directorate plus the Coordinator. He subsequently met with the group on 25 October to work out the scenario for their meeting with the Director during the week of 1 November.

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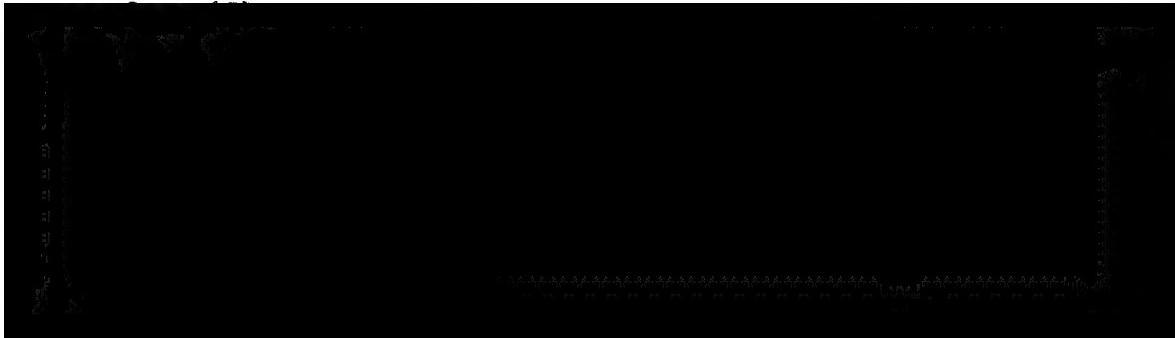
4. (U/AIUO) New Clerical Employees: There were 43 clerical EOD's on 17 October 1977 of which six were Black. As of 19 October, all Agency clerical requirements submitted to the Chief, Temporary Assignment Section have been filled and there are nine clerical EOD's yet to be assigned.

\*      5. (U) Suggestion Box Activities: No suggestions were received this week. The total number of suggestions received since the program began on 15 June 1977 is 36.

6. (U/AIUO) Combined Federal Campaign: As of 27 October 1977, Agency employees had pledged \$137,173.00 or 47.8% of our goal of \$287,215.00.

7. (C) Flight Restrictions: The SSA-DD/A advises us that the Agency placed a ban on the use of TWA flights into, through and out of Rome for an indefinite period due to threatened terrorist activities. Also, travel is banned on TWA Flt. 891 out of Paris. A flight on foreign air is authorized in lieu of the use of TWA where necessary. American flag service must still be used for transocean travel.

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9. (U) EAA Store Sales: In spite of the rather early sale of Christmas Cards in the EAA store, they have been going at a fairly rapid rate. About one third of the stock has been sold in less than one week.

10. (U/AIUO) Regulations and Notices: The following has been sent to Regulations Control Branch this week:

- Notice on Agency Retirement Policy (Civil Service Retirement extended to age 70)
- Additional changes to [REDACTED], CIARDS 25X1A
- Notice advising Appointments to CIA Suggestion and Achievement Awards Committee

11. (S) Rehired Annuitants: See attached report.

COMING EVENTS:

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(1). (U) Officers from the Office of Development and Engineering plan to use our [REDACTED] Recruiting Office during the week of 31 October 1977 to interview experienced Telephone Engineering candidates. Fourteen promising resumes have been received as a result of recent advertising which ran in the [REDACTED]

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(2). (U) Officers from the Office of Technical Service plan to accompany our Recruiters to the Rochester Institute of Technology on 18 November and to Boston (Northeastern University) on 29 November in their search for engineers.

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Att

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25X1A EA-D/PERS/[REDACTED] rj (28 Oct 77)

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WEEKLY REPORT OF REHired CIVILIAN ANNUITANT ACTIVITIES  
FOR THE AGENCY (24-28 October 1977) (U/AIUO)

(S) The following rehired civilian annuitant case was processed as a new hire:

DDA

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Contract Employee, Office of the DDA, contract effective 5 October 1977.

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